

**SOUTH DAKOTA DEPARTMENT OF SOCIAL SERVICES**

The purpose of the South Dakota Department of Social Services is to provide a variety of assistance and services to citizens of the state who are disadvantaged because of income, physical or mental condition or status in society. The Secretary of the Department is appointed by the Governor with the advice and consent of the Senate. The Secretary is responsible for the overall functioning of the department.

The South Dakota Board of Social Services is a quasi-legislative body which establishes general policy and guidelines for the department. The seven board members are appointed by the Governor, serving staggered, four-year terms.

As a result of reorganization effective October 1, 1979 the Department of Social Services consists of five principal offices (see page 6). These offices are: Office of the Secretary, Office of Program Management, Office of Field Management, Office of Management Services, Office of Management Information. Field offices are organized geographically by Districts (see page 6); each District is subdivided into Multicounty Service Areas (MSAs).

- I. OFFICE OF THE SECRETARY. This office, headed by the Secretary of the Department of Social Services, includes General Administration, Administrative Hearings and Procedures, and Legal Services. General Administration is staff to the Secretary. Administrative Hearings handles fair hearings for applicants and recipients and procedures for adopting, amending or repealing regulations. Legal Services provides legal counsel for the department, writes opinions, drafts legal documents, interprets state and federal laws and regulations.
- II. OFFICE OF PROGRAM MANAGEMENT. This office, headed by the Deputy Secretary for Program Management, contains the service-delivery structure (seven suboffices) of the department, with management supervision and coordination provided by General Administration (which includes responsibilities for development and coordination of Title XX services, and public information ) and Field Support Services (District Program Supervisors). The Commission on the Status of Women received direction and supervision within this office, but retains quasi-legislative quasi-judicial, advisory and other functions specified by SDCL 20-14-6.1. The seven suboffices are:
  - a. Child Support Enforcement. The child support enforcement program was established by Congress under PL 93-647, which mandates every state and territory and the federal government to secure child support from absent parents--parents who live apart from their children. Activities include 1) establishing paternity for children born out of wedlock, 2) locating

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absent parents, 3) investigating the ability of absent parents to support where there is no court order establishing the amount of support, 4) monitoring payment of child support, 5) collecting child support on behalf of children of applicants for child support services, and 6) establishing and/or enforcing a legal support obligation through referral to state's attorneys for necessary court action. Field offices are organized by judicial circuits.

- b. Assistance Payments. This program is charged with administering the federally mandated categorical assistance program, promulgated by the U.S. Department of Health and Human Services (formerly DHEW), Social and Rehabilitation Services. These programs are: Aid to Dependent Children (ADC), Aid to Dependent Children--Foster Care (ADC-FC), Work incentive Program (WIN), Asian Refugee Program, Supplemental Security Income/Mandatory Supplementation and State (optional) Supplementation, portions of child support enforcement, welfare enumeration and energy assistance-related program.
- c. Medical Services. This program is involved primarily in administration of Medicaid, a federal-state program established to help needy individuals who cannot afford their own care.

In South Dakota Medicaid offers the following federally-required essential health services: inpatient hospital care, physician services, lab and x-ray, skilled nursing facilities, outpatient hospitalization, home health, rural health clinics, early and periodical screening, diagnosis and treatment (EPSDT), durable medical equipment, chiropractic, family planning and transportation. Optional services also provided include: intermediate care facilities, psychiatric nursing home care, adult dental care, prosthetic devices/braces, mental health center services, personal care, intermediate care for the mentally retarded, and prescription drugs. The non-Medicaid chronic renal disease program is state-funded.

- d. Food Stamps. This program is a national policy developed by Congress to insure that all American families are guaranteed proper safeguards to health and general well-being through adequate nutrition. In South Dakota, the program is a cooperative effort amount county, tribal, state and federal governments. Program regulations are developed by the USDA Food and Nutrition Service. The state contracts to administer the program through the Department of Social Services. County and tribal governments contract through the state agency to provide cashiers who issue coupons to state-certified households.

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- e. Adult Services & Aging. This program provides services for handicapped adults and older persons in South Dakota through grants to community organizations and services provided by department employees.

Services provided through grants include speech and hearing screening, physical fitness, direct legal services, adult day care and others. Field staff strive to assist low-income elderly, disabled or blind persons to make maximum use of their own ability to care for themselves, reducing their need of supportive care to the lowest level possible. Emphasis is placed on helping adults remain in their own homes and communities as long as possible. Specific responsibilities include community placement; guardianship, both limited and full; and homemaker/home health aide services.

Adult Services and Aging cooperates with the Department of Health in the home health program and in nursing home complaint resolution to avoid any duplications in these areas.

- f. Child Protection Services. This program provides a wide range of social services to achieve or maintain economic self-support and reduce dependency; achieve or maintain self-sufficiency; prevent or remedy neglect, abuse or exploitation of children unable to protect their own interest or care, secure referrals or admissions for institutional care, provide services to individuals in institutions.

The responsibility of services to families and children is to prevent and remedy child abuse and neglect, enable children to remain in their own homes, achieve self-sufficiency for eligible families, and insure access to other community resources. Protective services to children involves identification and diagnosis of neglect, abuse or exploitation of children; this may include therapeutic counseling for the child and his parents. This service may be provided directly or purchased through public or private agencies. The objective is to enable the child to remain at home, be returned home or arrange a permanent living situation as soon as possible. Another service is providing help to families which enables children to remain in their own homes. The third area is emergency services or placements; if parents become ill, injured or the child is abandoned as a result of an emergency, emergency alternative care placements and services may be provided. Early and periodic screening, diagnosis and treatment (EPSDT) for ADC families provides evaluation of a child's physical and dental needs, assisting the parent in making doctor's appointments or providing/arranging transportation. Basic family services provide for crisis intervention, basic counseling,

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child/parent relations, child management, home management, budgetary problems, homemaking skills and assisting and obtaining access to other needed medical and social services. CPS helps unmarried parents when they need short-term alternative care arrangements, and counseling in making arrangements to have the child and decide what to do when the child is born.

The purpose of self-support is to achieve or maintain economic self-support for WIN registrants and other current or potential ADC recipients in working or training, and prevent or reduce out-of-wedlock births. Supportive services such as day care, home management, home improvement, health-related services and counseling on personal and family problems, barriers to employment and training.

Alternative care activities include alternative care placements, work with families of children placed, developing and implementing plans to return children to their homes or other permanent living arrangements (including adoptive placements), studying adoptive applicants to find homes for hard-to-place "special needs" children, and services to unmarried parents.

CPS is also responsible for consultation to and recruitment/development, training and licensing of foster homes, group homes and group care centers for children, and child placement agencies within the state; registration and training of family day care homes for children; and development of other resources within the community for use by DSS.

- g. Quality Assurance/Control reviews case samples from service delivery programs to identify errors and recommend corrective action for prevention of additional overpayments and underpayments to clients. Field staff operations and investigation and review of potential fraud are also included here.

III. OFFICE OF FIELD MANAGEMENT. This office, headed by the Deputy Secretary for Field Management, is administratively responsible for field personnel, field office operations and coordination with program policies. This office includes General Administration and Field Support Services.

General Administration is responsible for management supervision and coordination of the overall efforts of the Office of Field Management.

Field Support Services includes the functions of four district managers assigned to and responsible for field operations (see accompanying chart), clerical support to program field staff, and

coordination of program policies within their respective districts.

- IV. OFFICE OF MANAGEMENT SERVICES. This office, headed by the Deputy Secretary for Management Services, has overall responsibility for management support functions pertaining to financial and personnel matters. This office includes the functions of General Administration, Budgetary & Financial Management, Provider Reimbursement & Audit, Administrative Support Services, Personnel Management & Training.

Budgetary & Financial Management provides technical assistance to program administrators in preparing budget requests and operating budgets, provides information on budget status, maintains accounting records and acts as liaison with the Bureau of Finance and Management.

Provider Reimbursement and Audit establishes nursing home per diem rates and contracts for the purchase of Title XIX, Title XX and other services from outside agencies and audits those providers to insure proper cost reporting by these organizations.

Administrative Support Services processes purchase requisitions for all capital assets and supplies, maintains statewide inventory on all department capital assets.

Personnel Management & Training is responsible for personnel management, procedures and records, and provision of training opportunities to upgrade staff skills in meeting federal requirements and improving services to clients.

- V. OFFICE OF MANAGEMENT INFORMATION. This office, headed by the Deputy Secretary for Management Information, has overall functional and administrative responsibility for systems development and operations, and for statistical analysis reporting and program evaluation. This office includes the functions of General Administration, Systems Development & Operations, Statistical Analysis & Reports.

Systems Development & Operations develops and adapts computer systems to accommodate reporting and planning needs of various department programs.

Statistical Analysis & Reports provides statistical data to department programs in order to facilitate knowledgeable and responsible decision-making and program planning.

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